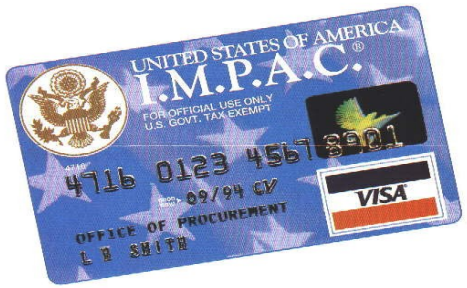
SOUTHEAST REGIONAL CONTRACTING OFFICE
GOVERNMENT PURCHASE CARD PROGRAM
INITIAL TRAINING

APPLICATION PROCEDURES

NOMINATION → **TRAINING** → **APPLICATION**



SOUTHEAST REGIONAL CONTRACTING OFFICE
GOVERNMENT PURCHASE CARD PROGRAM
INITIAL TRAINING

APPLICATION PROCEDURES

AO—SUBMIT THROUGH THE RMO POC TO THE A/OPC

MEMORANDUM FROM THE COMMAND/DIRECTOR LEVEL NOMINATING AO

MEMORANDUM FROM THE AO NOMINATING CARDHOLDER

PROOF TRAINING (8-HOUR CLASSROOM AND DAU CERTIFICATES)

A COMPLETED APPLICATION

NOTE: PROVIDE PAST ACCOUNTS HELD BY NOMINEE AND THE ISSUING OFFICE FOR THAT ACCOUNT

SOUTHEAST REGIONAL CONTRACTING OFFICE
GOVERNMENT PURCHASE CARD PROGRAM
INITIAL TRAINING

APPLICATION PROCEDURES

A COMPLETED APPLICATION

NAME, OFFICE ADDRESS, WORK TELEPHONE NUMBER

SINGLE PURCHASE/MONTHLY LIMITS

REQUIRED ACCOUNTING DATA (DEFAULT ACCOUNT PROCESSING CODE (APC) AND ELEMENT OF RESOURCE (EOR))

APPROVING OFFICIAL AND MANAGING ACCOUNT NUMBER FOR CARDHOLDERS

SOUTHEAST REGIONAL CONTRACTING OFFICE
GOVERNMENT PURCHASE CARD PROGRAM
INITIAL TRAINING

APPLICATION PROCEDURES

THE RMO POC WILL

REVIEW AND APPROVE DOLLAR LIMITS

ASSIGN THE APPROPRIATE ACCOUNT DATA: (CHILD RULE SET,
WCR, DBSH)

INITIAL AND DATE APPLICATION

FORWARD ENTIRE APPLICATION PACKAGE TO THE SERCO A/OPC

SOUTHEAST REGIONAL CONTRACTING OFFICE
GOVERNMENT PURCHASE CARD PROGRAM
INITIAL TRAINING

APPLICATION PROCEDURES

ON RECEIPT OF THE COMPLETE APPLICATION PACKAGE, THE A/POC WILL

REVIEW THE APPLICATION PACKAGE FOR COMPLETENESS

VALIDATE SPAN OF CONTROL—AO WILL HAVE NO MORE THAN 7 CARDHOLDER ACCOUNTS

PROVIDE TRAINING AND TESTING AS NECESSARY

ESTABLISH THE ACCOUNT AND APPLY FOR PASSWORD/USERID

SOUTHEAST REGIONAL CONTRACTING OFFICE
GOVERNMENT PURCHASE CARD PROGRAM
INITIAL TRAINING

APPLICATION PROCEDURES

APPROVING/CERTIFYING OFFICIALS WILL RECEIVE:

APPOINTMENT AS APPROVING/ CERTIFYING OFFICIAL

ACKNOWLEDGEMENT OF RECEIPT OF APPOINTMENT, SOPs AND TRAINING

DD FORM 577 (SIGNATURE CARD)

CARDHOLDERS WILL RECEIVE:

NEW PURCHASE CARD

DELEGATION OF AUTHORITY

ACKNOWLEDGEMENT

SOUTHEAST REGIONAL CONTRACTING OFFICE
GOVERNMENT PURCHASE CARD PROGRAM
INITIAL TRAINING

APPLICATION PROCEDURES

- **NOTE: AO MUST RETURN SIGNED ACKNOWLEDGEMENT AND DD FORM 577 PRIOR TO CERTIFYING TO SERCO—FAILURE TO DO SO WILL RESULT IN REJECTION OF THE ACCOUNT FOR PAYMENT AND CAN RESULT IN INTEREST CHARGES**

  NOTE: CARDHOLDER MUST BE RETURN SIGNED ACKNOWLEDGEMENT TO THE A/OPC AT SERCO